

## APPENDIX – C

### PROCESSING CONTRACT TASK ORDERS

#### I. FORMAT FOR CONTRACT TASK ORDERS

Contract Task Orders will be issued using the GSA Form 300 (or other appropriate Ordering Agency Form), Order for Supplies and Services; Attachments forming part of each contract Task Order may be used, such as for lengthy Statements of Work, etc. Virtually all contract Task Orders will be priced with an appropriate fixed dollar value in order to be valid. The appropriate Ordering Agency order form normally the Standard Form 30 will be used should it become necessary to modify any contract Task Orders.

#### II. BASIC FORMAT FOR STATEMENTS OF WORK

- a. Project Identification.
- b. Location(s).
- c. Construction Contract Number (when applicable).
- d. Estimated Construction Cost Range or Amount, whichever is applicable.
- e. Performance Requirements/Project Description:
  - (1) Background/Current Perspective.
  - (2) Objectives.
  - (3) Project Requirements.
  - (4) Application of Technical Criteria, Existing Studies, etc.
  - (5) Related Project Contract Tasks (when applicable).
  - (6) Coordination/Liaison.
  - (7) Special Issues/Considerations.
  - (8) Options Reserved for Incremental Requirements.
- f. Schedule of Submissions, and Work Completion Date.
- g. Schedule of Payment Meetings and Payments.

#### III. REQUIRED DISTRIBUTION

Copy-1: Paying Office (GSA or appropriate Ordering Agency Finance).

Copy 2: Contractor.

Copy 3: **Regional** Contracting Officer's official contract file.

Copies 4, & 7: **Regional** Contract Task Order File.

**Copy 5: Procuring Contracting Office , GSA, PBS, Region 4, Atlanta, GA.**

Copy 6: Receiving Report (Paying Office), unless using GSA Form 3025 or SF 1034.

#### IV. REQUIRED FUNDING DATA

- a. GSA Form 49 and GSA Form 300 (or appropriate Ordering Agency Procurement Forms) as applicable:
  - Order Number (example P0400MY0001)
  - Contract Number (example GS04P00MYD0002)
  - ACT Number (example P12345678)
  - Fund (ex.192X); Org Code (ex. P00Y0006); B/A code (ex. 61); O/C Code (ex. 25);
  - Func code (ex. RK1); C/E Code (ex. 516); Proj.No.; CC-A; W/Item; CC-B.

**SEE ATTACHED:Contract Report for Task Orders against the Indefinite Quantity Ceiling (IQC).**